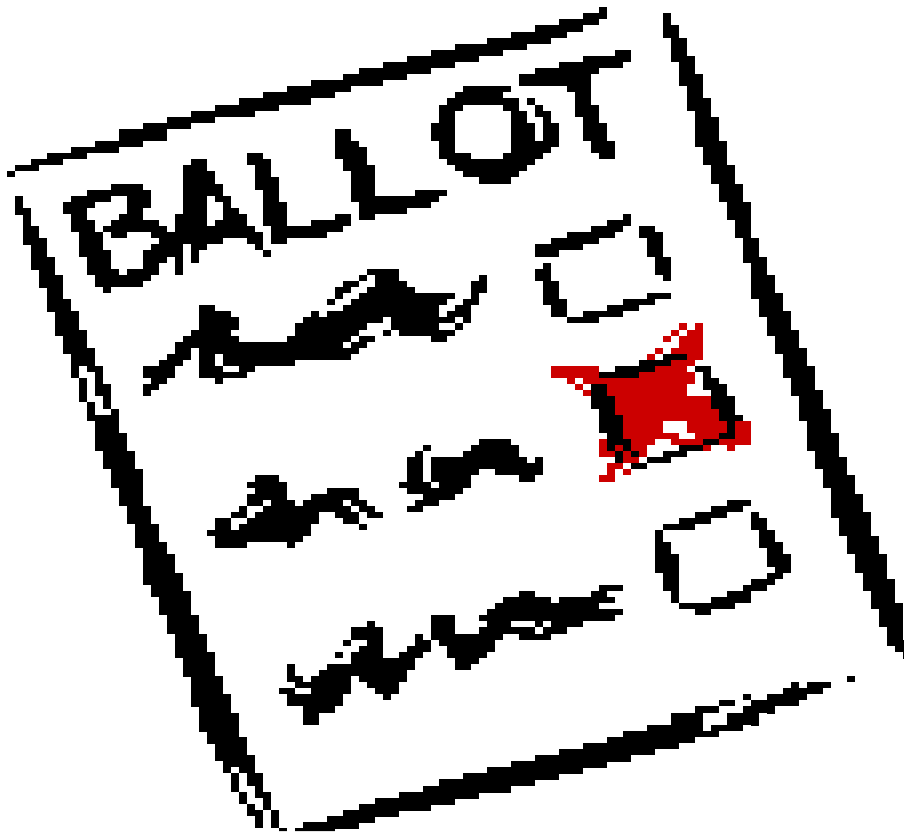


Elections Committee Handbook



**Revision Approved by the LEA Membership
March 2008**

**LEA Election Committee
2008-2009**

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The link to this booklet will be published along with the Notification of Positions & Nomination Forms sent out to members in early January.

NOMINATIONS/CAMPAIGNS:

1. Any LEA member will be eligible to be a candidate for President, Vice President, Secretary, Treasurer, member of the Board of Directors, or Representative to NSEA Delegate Assembly and NEA Representative Assembly as outlined in the LEA Bylaws. A listing of the duties of each position can be found in the By-Laws of the Lincoln Education Association.
2. The Elections Committee shall promote and support the principle of ethnic, culture, grade level, and gender diversity among the candidates.
3. The Elections Committee shall make available nominating forms for distribution to all schools no less than 30 days before the filing deadline.

Each prospective candidate must submit a nomination form to the LEA Office by 4:30 p.m. on the date publicized by the Elections Committee. See nomination form at the end of the handbook.

4. A verification form for candidate filing will be sent from the Election Committee to the candidate.
5. If the number of candidates for any position should drop below two (2), the FRs and the LEA Board of Directors shall make every effort to secure additional nominations, from persons other than those already nominated, to provide at least two (2) candidates for each vacancy.
6. The preliminary slate of nominations shall be sent to all buildings 10 days before the FR Council immediately preceding the election. Additional nominations may be made from the floor at the same FR Council Meeting. Signatures for acceptance of the nomination made from the floor must be received at the LEA Office within two (2) working days of the nomination.
7. All nominations shall be presented to the FR Council as a final slate of nominations at the Council Meeting immediately preceding the election.

A copy of the approved final slate should be sent to the buildings as soon as possible after the Council Meeting.

8. Candidates shall not use school materials for campaigning and shall not interfere with teaching time.
9. If candidates wish to visit schools for campaigning purposes, they must make prior arrangements with the school's faculty representative and/or principal. It is the LEA's intention that at each school all candidates will be afforded equal opportunity to make visits.
10. For information purposes, if questions should arise, one (1) sample of each piece of campaign literature must be sent to the Chairperson of the Elections Committee at the LEA Office in an envelope at the time it is distributed to the membership.

11. Campaign literature shall not be printed on any form that indicates that any organization endorses his/her candidacy (e.g., paper carrying a school's letterhead or a company's letterhead) and shall not be forwarded in envelopes with any such letterhead.
12. The LEA will provide to each candidate one (1) set of labels, preprinted with names and schools of LEA Faculty Representatives. Any candidate may purchase additional labels at the going rate for each set. LEA will not supply e-mail addresses because of the Family Education Rights to Privacy Act (FERPA).
13. A special LEA Advocate Election issue will be published.
14. A candidate for an Officer or Board position will need to submit:
 - a. Nomination Form
 - b. A 50-word position/goal statement. This word limitation will be strictly enforced. Any statement in excess of (50) words will not be edited; it will be ended at the 50th word. Use form on back of Nomination Form.
 - c. A resume of Association activities. See form on back of Nomination Form.

A candidate for NSEA Delegate Assembly will need to submit a Nomination Form, only. Names will only be listed in the LEAdvocate.

A candidate for NEA Representative Assembly will need to submit:

- a. Nomination Form
- b. A 50-word position/goal statement. This word limitation will be strictly enforced. Any statement in excess of (50) words will not be edited; it will be ended at the 50th word. Use form on back of Nomination Form.
- c. A resume of Association activities. See form on back of Nomination Form.

The above items are due at the LEA Office by 4:30 p.m. as published by the Elections Committee.

VOTING AND ELECTION PROCEDURES:

The President with Board approval will determine whether an election will be held using paper or electronic voting.

Paper Ballots

1. The Elections Committee will select at random the order in which candidates' names will be placed on the ballot. The selection will be held after the FR Council's approval of the final slate.
2. Voting will take place over a period of two consecutive school days as set by the President with the Board of Directors' approval.

3. A place or places will be designated for voting in each school by the Faculty Representative(s).
4. A ballot container will be provided by the Election Committee.
5. Adequate voting time should be allowed at each school, specific hours to be set by the Faculty Representative in each building.
6. No campaigning or electioneering will be allowed at the polling place. All campaign posters and/or other materials need to be removed. The resumes from the Elections Committee may be at the polling place.
7. At the polling place, the Faculty Representative or his/her designated representative, will have the voter sign his/her full signature on the official voter list, opposite their printed name, and then give the member a ballot. Only active members shall be eligible to vote. The ballot will be marked in the polling place and deposited by the voter in the ballot container. The Faculty Representative or his/her designated representative shall take the necessary steps to provide for secret balloting.
8. Members assigned to work in more than one building may vote in the school where they are on duty on election day, provided they sign the official voter list and print their name at the time of voting.
9. **BALLOTS MUST BE RETURNED TO THE LEA OFFICE BY 4:30 P.M. ON THE DAY AFTER THE ELECTION IN ORDER TO BE COUNTED. IF THEY ARE LATE, THEY WILL NOT BE COUNTED. (AT THE DISCRETION OF THE ELECTION COMMITTEE, BALLOTS AFTER 4:30 P.M. MAY BE ACCEPTED IF SUFFICIENT NOTICE IS GIVEN TO THE LEA OFFICE.)**
10. Voting rosters will be checked to match the number of votes cast. If there are fewer ballots than signatures, the votes will be counted as is. If there are more ballots than signatures, a member of the Elections Committee will randomly pull out ballots until the number of ballots matches the number of signatures.
11. Election results will be tallied as soon as possible after the balloting has concluded and recorded officially by the Elections Committee. Results will be reported to the Board of Directors and then to FR Council.
12. The membership and candidates will be notified of election results within 5 working days after the completion of ballot tabulation.
13. A candidate for the office of President, Vice President, Secretary, and Board of Directors must receive the majority of the votes to be declared a winner. In the case of a tie, a run-off election shall be held within twelve contract school days. Only the votes placed for a candidate will be counted. A “no response” vote will not be counted in the total number of ballots.
14. Each of the candidates for office will be notified of election results by a phone call, and followed by a letter from the President of the Association.

15. If a run-off election is necessary, there shall be a run-off between the two candidates receiving the greatest number of votes. The candidate who receives the majority of votes in that election shall be declared the winner.

Electronic Voting

1. The Elections Committee will select at random the order in which candidates' names will be placed on the ballot. The selection will be held after the FR Council's approval of the final slate.
2. If possible, voting will take place over a period of time that may include a weekend or vacation days to allow for as much participation as possible. The dates will be set by the President with the Board of Directors' approval.
3. If NSEA also has electronic voting and if possible, the LEA and NSEA elections should be conducted in the same time frame.
4. The LEA Office will put out a notice of the electronic election at least ten (10) days before the election.
5. After the election and within two working days, the Elections Committee Chair or designee will be present and will monitor as the LEA Staff accesses the electronic tabulation of the results. LEA Staff will not review the election results before that time.
6. The Elections Committee will review the results to determine the need for a run-off election and to verify the results.
7. The Elections Committee will report the results to the Board of Directors and then to FR Council.
8. The membership and candidates will be notified of the election results within five (5) working days after the completion of the tabulation.
9. A candidate for the office of President, Vice President, Secretary-Treasurer, and Board of Directors must receive the majority of the votes to be declared a winner. In the case of a tie, a run-off election will be held within twelve contract school days. Only the votes placed for a candidate will be counted. A "no response" vote will not be counted in the total number of ballots.
10. Each of the candidates for office will be notified of election results by a phone call, and followed by a letter from the President of the Association.
11. If a run-off election is necessary, there shall be a run-off between the two candidates receiving the greatest number of votes. The candidate who receives the majority of votes in that election shall be declared the winner.

12. If there is an occasion where the electronic ballot is not available (a computer crash), then the LEA Office will print paper ballots. The Elections Chair or designee or the President will arrange with the Faculty Representatives in the buildings for the delivery and pick up of the ballots. The Faculty Representative(s) will notify the members in the building of the “special election”. Depending upon the number of days that the computer is down, the Elections Chair and/or President will determine the number of days the paper election will be conducted. Up to two full days with one full day for proper notification of members will be allowed for the “special” election.

WRITE-INS:

All ballots, paper or electronic, will have a space provided for write-ins. All write-in votes will be counted and reported.

APPEALS PROCEDURE:

Pre-Election

1. At any time during the campaign process any candidate may file a written protest with the Elections Committee claiming that there has been a violation of any rule governing campaigning.
2. The Elections Committee shall promptly convene with those individuals involved. The individual will have an opportunity to present their protest. The committee shall meet to determine the validity of the protest and appropriate action.

Post-Election

1. Any candidate who challenges the outcome of his/her election must file a written appeal with the Elections Committee within five (5) working days of having been apprised of the election results. All candidates will be notified of the challenge.
2. The Elections Committee shall promptly convene with those individuals involved to present the protest documents.
3. If a resolution cannot be achieved to the satisfaction of that candidate, an appeal can be made to the Board of Directors, provided that it is filed within five (5) working days after being notified of the Elections Committee's decision.
4. The decision of the Board of Directors is final.